

DES NEWSLETTER

The Division of Enrollment Services Newsletter
Southern Methodist University
An Electronic Newsletter of

Undergraduate Admission, Financial Aid, Student Financial Services, and the University Registrar

Volume II, Issue IV April 2003



STAR ACHIEVEMENTS

**As of April 1,
Transfer Admission hit
408 applications - 55
ahead of last year!**

CONGRATULATIONS

Winn Perdue and husband will received their master's degrees on May 17th.

Ginger Orvasky - advisor of the newly chartered Omega Texas chapter of Phi Theta Kappa Transfer Student Society. **Ginger and Irma Herrera** attend the PTK International Convention April 2-6 at which SMU sponsored the awards banquet.

Academic Records and Diploma Services - as of mid March processed over 2,000 applications for May graduation. **Great Job - Sylvia, Jean, Luz, and Jackie**

DEPARTING STAFF

Marilyn Roubal - FA - returning to California to attend graduate school. Last day April 25th.

Shirley Lin - FA - returning to California. Last day April 30th.

VIPs - Very Important Ponies



Some of our **VIPs** this month are:

Kelly McMillan - thanks! That does not feel like enough to show Kelly our appreciation for the smile she puts on the face of the Division. The Stress Rx was just a sample of what she brings to us and to the folks we serve.

FA Advisors -[from Tom Tunks] Congratulations! Your whole group has, once again, done the near-impossible. Thanks to all.

Stephen Forrest - [from Cox School] I would like to ensure that Stephen Forrest is included in the next VIP section. Thank you, Stephen for doing your job so well. You always go above and beyond the call of duty - you always produce queries for me in a timely manner. But more importantly always make me feel like I am top priority. What could be more selfless than that? This note of appreciation is to let you know that you do not go unnoticed. Thank you.

Steve Boykin and the Enrollment Team - [from Cox School] After reviewing the appointment times for summer, I am delighted. Thank you so much for all of your team's help. This will make a big difference for both our students and our staff at the Cox School.

Lillie Rose - outstanding service!!! **I pick up transcripts regularly and Lillie is always efficient and friendly.**

James Swenson - Excellent. James was very helpful. **He was really helpful -- a star.**

DON'T FORGET



Student Worker Picnic

Wed, April 16th
11am - 1:30pm
Lawn behind PAB

May Division Meeting

May 7 - AMS Presentation
8:30am H-T Forum

Division Highlights

Important Dates and Things:

- Good Friday** - April 18
- Statement Due Date** - April 20
- Students should file for Aug & Dec graduation** - April 21
- Last Day to Withdraw** - April 21
- Last Day of Class** - April 29
- Month End** - April 30
- Deadline for FAFSA to guarantee SMU aid if eligible-** May 1
- FY Deposit Deadline** - May 1
- Examinations** - May 2-8

Commencement - May 17

contact Erin O'Neil if you would like to volunteer to help.

Staff Picnic - May 21

Tiffany Hawkins - SFS - husband Mark is a May graduate in Law. They will be relocating to Nevada. Last day is May 1st.

Sharla-Rhea Powell - FA - to assist family. Last day May 30th.

Mark Gomez - FA - returning to school. Last day June 27th.

Special Recognition

Irma Herrera - is one of three recipients of the 2002-03 Faculty Award for Outstanding Service. She was selected by a committee of faculty from across the University. Irma will be recognized at the Faculty Senate Meeting Wednesday, April 16th at 3:10pm in the Hughes-Trigg Ballroom West.

ANNIVERSARIES

Ron Moss - 10 years!

Mary Ann Plante - 7 years

Sylvia Wiseman - 5 years

Rod Jackson - 5 years

Marilyn Prokup - 3 years

Rod Del Rio - 3 years

Ginger Orvansky - 3 years

Josh Ruiz - 2 years

Stephanie Nonnemacher - 2

Connie Buczynski - 2 years

Stephen Forrest - 1 year

BIRTHDAYS

Faye Goughe - April 1

Anna Gomez - April 2

**Dress For Success?
Kick It Up A (half) Notch!**

Since the creation of the business casual culture, one of the fastest ways to stand out from the crowd and earn the respect of management is still one of the most tried-and-true -- dress for work like you're a professional!

Image consultants and upper management types agree that in the aftermath of heady khaki-crazed days of the dot.com business casual world, just boosting your professional dress a half-notch above your co-workers will add luster to your professional image and get you noticed by all the right people.

Dressing a half-notch above simply means if your co-workers are wearing jeans, you wear khakis. If they are wearing khakis, you wear a nice pair of slacks or a skirt and blouse. If they're wearing slacks, you wear a suit or dress. It's a simple thing, and some say it's very passive, but the long-term benefits you'll get in recognition from both co-workers and upper management could mean the difference when promotions are being considered.

Here are a few universal rules that you need to remember about office attire:

Use your head! and some common sense by dressing appropriately for the line of work you do. Dressing several notches above your position can promote the wrong message just as much as dressing down.

Stay off the fashion roller coaster! Maintain a consistent look in your dress. Set your bar slightly higher than the middle of the road and stay consistent.

Grunge went out with Nirvana! Even if your company is one of those that devolved "Business Casual Friday" into "Ultra-Casual" or "Grunge" Friday, wear a nice pair of slacks and a button-down shirt. Resist the urge to listen to your inner-teenager.

Don't break the bank on new clothes! You probably have everything you need to dress correctly in your closet. Don't drop your first four paychecks on that Donna Karan power suit without checking out what you have at home.

For Men:

Nothing beats a nice fitting sport jacket or blazer. Navy blue, black, or dark gray jackets will never go out of style.

We are making progress!

Blanton Building Update

Click above for an update from the Project Teams



Blanton Cam

Quotation of the Month

A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."

Jill Sangl - April 4

Laura Phelps - April 12

James Swenson - April 16

Lorinda Lamb - April 29

Rose Johnson - April 29

If you are not on the list and should be, this is produced from the Employee Roster on the V drive. Let Kathy know if there is an error.

A high-quality dress shirt is worth every penny; however, a nice oxford shirt gives you flexibility in your wardrobe with or without a tie. Make sure your tie goes to your belt. If you are over 6'1", buy the extra long ties. There is no substitute for a good iron -- buy one and use it.

For Women:

Pantsuits are a terrific way to take the next notch. Dress it up with a sweater and you are ready for an important meeting in a snap.

The most popular dress style is a classic sheath which is flattering to the body's natural curves. Add a cardigan or blazer in the same fabric and color.

Blouses are to women what ties are to men: the cornerstone of flexibility in your look.

Jewelry, scarves and other accessories will add polish to any outfit, but remember less is more! Make sure your clothes are not too tight and do not show too much skin. Remember you are going to work not out on the town.

From National Seminar Group - Enews.

Sir Winston Churchill



SMU Trivia

Where
is there a forest on campus?

Answer:

Arden Forest is located south of the Theology Quadrangle and north of Highland Park Methodist Church. In the 1870's it was a hide out for outlaw Sam Bass and his gang.

Later it became the location for performances of the Arden (Dramatic) Club. The Arden Club also had performances in the now named McCord Auditorium of Dallas Hall named for a teacher of Public Speaking in the early days of SMU.



STAFF DEVELOPMENT

Click on the title of the item in which you are interested. Material is formatted so that you may print a copy.

Keys to Customer Service in the Financial Aid Office

by Darron Grussendorf, Customer Services Representative of *Texas Guaranteed Student Loan Corporation* at the TASFA Regional Rally.

Wise Investing

by Lee Pitts in the San Angelo *Livestock Weekly*.

Blanton Building Update

Things are really shaping up in the Blanton Building. The Executive Directors took a walk-through to find that most of the framing had been done. It is exciting to see the "extras" that will be available in the Blanton Building - such as:

- 4 conference rooms
- 2 break rooms
- 1 full kitchen
- 3 meeting rooms with LCDs - will seat 120 or 40 in three separate sections
- 2 beautiful lobby areas
- Terrace looking onto the campus

And besides, it all will be NEW!

Project Teams

Service Project Team

June and her team are working with signage in the building. It will be important that our customers find whom they are seeking as easily as possible. First Floor Service Desk is getting much attention from Kelly McMillan and her staff. DES will begin to implement staffing changes in May at the desk in Perkins Administration in preparation for the move to Blanton.

Technology Project Team

Joe P and his group are assessing the needs for copiers, printers, and facsimile machines. Joe has met with the building project manager to make sure that the technology needs of the Division are being addressed to the level we desire.

Move In Project Team

Erin and her group has meet to begin to outline the move to Blanton. Their work will go into high gear when the move dates are set.

Facilities Project Team

Kathy, Christina A, Darrah, Ashley, and Chris are finalizing the reservation policies and procedures for common space in the building. Kathy is working with Purchasing to communicate needs for furnishings. Purchasing will put out requests for bids. Once a vendor is selected, much more detailed conversations will begin to finalize the furniture order.

Facilities Project Team also met with Alison Tweedy about Vending in Blanton. Alison will provide some vending options that will be shared with the staff. Alison cautioned that the company providing the vending machines requires a set amount of revenue per machine in order to place it in a location on campus. Alison will work with us to make appropriate selection once we have obtained input from the staff.

If you have not seen it in the *Enrollment Services Dispatch*, the street address for the Blanton Building will be 6185 Airline, 75205.